

Secretary's Roles and Responsibilities (Officer Position)

The secretary attends all meetings of the board, members and committees of the board and records minutes of all proceedings at such meetings. Additionally, the secretary is the custodian of all books, papers, records, documents and other instruments belonging to the club.

RECORDING ROLE

The secretary takes accurate minutes during every board or general meeting and collects the minutes from the committee meetings, and also:

- gives notice of all meetings to each board member and informs the President if a quorum will not be available for Board of Directors meetings
- makes arrangements for location for any General Meeting and Board of Directors meetings
- distributes these minutes to each board member as soon as possible after the meeting has taken place
- records attendees at all general meetings and ensures that there is a quorum
- records the votes and minutes of general meetings and makes them available to members as required by the club bylaws
- acts as custodian all of the club's corporate documents, minutes of meetings, general mailing lists, and databases and keeps them all in a safe place
- develops and enforces policies regarding access to the club's confidential files, such as membership lists
- when changes to the by-law are approved by members, provides a copy of such changes to Industry Canada
- ensures all necessary paperwork is filed with government offices

CORRESPONDENCE ROLE

The secretary also handles all the official correspondence of the club, including: letters, e-mails, insurance policies, government documents and other related communications between the club and the broader community.